PROCUREMENT REPORTING

- DD Form 350

- DD Form 1057

CECOM Training Session March 2002

OVERVIEW

- *What Function Do I Perform in Reporting?*
- *What Is My Mission?*
- *Why Are DD350s and DD1057s Important?*
  - *Important To Whom?*
- *Basics of DD1057 Reporting*
- *Basics of DD350 Reporting*
- *New FY 2002 DD350 Reporting Requirements*
- *Most Sensitive Reporting Issue*
- *Help for Resolving*
- *Questions*

Data Collection Point for Army and Other Defense Agencies

Department of the Army

ATTN: SAAL-PA

5109 Leesburg Pike, Suite 302

Falls Church, Virginia 22041-3201

TEL: (703) 681-9781, 681-9782, 681-9783

DSN: 761-9781, 761-9782, 761-9783

Email: Brian.Davidson@SAALT.ARMY.MIL

DavidsoB@SAALT.ARMY.MIL

REPORTING MISSION

- DD Form 350
- DD Form 1057
- Congressional Notification
- ARMY Procurement Reports
- Contractor Data
- DFARS 204.6 / 253.204-70
- DFARS Appendix G
  - PIIN, Call-Order Code, and Address Changes

Contract Reporting Why Is It Important?

- **Congress**
  - Writes Laws / Limits Based upon Prior Year's Data
  - Evaluates Law Impact on Data in First 6 Months
- **HQDA/Agency Head**
  - Review Credit Card Policy / Limits / Goal Attainment
  - Review "Similar Business" Processes (Centralization)
  - Establish Right-Sizing Goals (TDAs) vs. Workload
- **Department of Justice**
  - Used to Bring Criminal Charges Against Contractors

Contract Reporting Why Is It Important?

- **DoD & DA SADBU**
  - Evaluate Installation/MACOM/Service Goals
  - Evaluate FASA/FARA Impact on Small Business
  - Federal Schedule Awards Included in SB, SDB, 8(A), and Women-Owned Statistics
- **IRS and State/County Governments**
  - Investigate Collection of Taxes
  - Withhold Contract Dollars for Back Taxes
  - Accuracy Critical for DUNS, TIN, Completion Date, and Place of Performance

DD Form 1057

- Can be Eliminated by Reporting on DD350
- $25,000 or less
  - Exclude IMPAC Card Buys up to $2,500.00
  - Exclude SB Competitiveness Program (DD350)
  - Exclude Very Small Business Program (DD350)
  - Include IMPAC Card Orders ($2,500.01 - $25,000.00)
- Monthly Summary of Actions Obligating/Deobligating Money
  - Submit a Zero Actions/Dollars Report.
- Due 1 Day after Month End
- Requirement - DFARS 204.670-2

DD Form 1057

- Report All Actions in Sections B1 - B7
  - Size of Business - Large, Small, JWOD, HBCU, etc.
  - Kind of Action - SAPs, GSA FS, Other FS, Other, etc.
- Modifications (non-SAP) from B1 - B7 are in B9
- Show Competition from B3 - B7 in C1 - C3
- RDT&E Actions from B3 - B7 are in D1 - D7
- Section E comes from B3, B6 and B7 Only
- Section F is Dollar Ranges of SAPs (B8A)
- Section G is OCONUS Contingency
- NO Money Obligated/Deobligated - NO ACTION

DD Form 350

- *Used for ALL Contract Actions in lieu of DD1057*
  - *Not a requirement. Elimination of 1057 is optional.*
- *DD350 Actions are those not on DD1057*
  - *include the non-DOD requirement of a contracting action regardless of dollar amount*
  - *include Verbal Orders using IMPAC Card as Payment*
- *Contract Action Obligating/Deobligating Money*
- *New Report Number for Each Contract Action*
- *Complete Report Within 1 Day of Signing*
- *Requirements - DFARS 204.670-2*

FY 2002 Changes / NEW Fields in DD350 Reporting

- **B1D Bundled Contract Exception**
  - Mission Critical; A-76; Other
- **B1E Performance Based Service (formerly B1D)**
- **B5C Reserved (CAGE code not supplied)**
- **B7 Type Obligation (3 – No Dollars Obligated)**
- **B11 Total Estimated Contract Value**
  - On initial award of ALL Indefinite Delivery Contracts (IDC) regardless of any funds obligated/deobligated. Works with B7, B13F and B13G.

FY 2002 Changes / NEW Fields in DD350 Reporting

- **B12F EPA-Designated Products**
  - Purchase products with recycled material content
- **B12G Recovered Material Clauses**
- **B13A Kind of Contract Action**
  - New Code 7 for BPA Order under a Federal Schedule
- **B13E Multiple Award Contract Fair Opportunity**
  - How Well are Orders Distributed Among the Awardees of a Multiple Award Contract

FY 2002 Changes / NEW Fields in DD350 Reporting

- **B13F Indefinite Delivery Contract (IDC) Use**
  - Initial award of ALL IDCs regardless of obligation of funds at time of initial award.
- **B13G IDC Ordering Period End Date**
  - Last Day for orders on the IDC. (B7, B11, & B13F)
- **B15 Information, Technology Products or Service**
  - All IT buys
- **B16 Clinger-Cohen Act Planning Compliance**

FY 2002 Changes / NEW Fields in DD350 Reporting

- **E4 Requesting Activity Code**
  - ALL DOD Awards. Who is the Requiring Activity?
  - Predominance by Dollar Value Applies to Multiple Requiring Activities
- **E5 Number of Actions (formerly E8)**

MESSAGE FROM MR. ELGART, ACTING DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT)

Email dated Mar 07, 2001

"PARCs must provide immediate and vigorous oversight to assure that all DD350 data is accurate and coding is 100% correct."

"The code for miscellaneous (FSCs)should <u>rarely</u> be used."

DD350 edits ONLY identify whether an entry is logical and acceptable. IT'S YOUR RESPONSIBILITY TO MAKE

ACCURACY OF DATA

- *Accuracy Starts with YOU!*
- *Fields without relationship edits ARE CRITICAL*
  - *Certified Cost Data; Multiyear; Perf-Based Serv Cont.*
- *Use the Resources Available*
  - *CCR, WebPages Provided by OSD, ARMY, NIST(FIPS), GSA FSS E-Library*
- *Don't Change DD350 Just to Pass the Edits*
- *Recognize the Interrelationship Between Fields*
- *Analysis of the Data Does Occur*
- *Analysis Can't be Good without Accurate Data*

EXAMPLE OF ACCURACY FAILURES

- **$92,704,000 Deobligation - FY 1999**
  - **Was only $92,704**
  - **Wiped out $92M to SB, SDB, and SB Set-aside**
- **$1.8B Not Competed Large Business Award**
  - **'Fake' DD350 for Training in the Production DB**
  - **Wiped Competition and Small Business Goals**
- **Number 50 OSD Contractor - Hair Dresser Shop**
  - **Raytheon DUNS was reported as Latta Curls**

EXAMPLE OF ACCURACY FAILURES

- COMPAQ Computers Identified as a JWOD
  - NIH Contracts are not an OSD contract (B1B)
- Service Contracts Inflated by Using D399 for All Computer Buys
  - Hardware is not a service - FSC should be numeric

DFARS ASSISTANCE

- **DFARS Official Version**
  - **http://www.acq.osd.mil/dp/dars/dfars.html**
- **Why and When a DD350/DD1057 is needed**
  - **DFARS 204.6**
- **Every Value for Every Field Description**
  - **DFARS 253.204-70 for DD350**
  - **DFARS 253.204.71 for DD1057**

GSA Federal Schedule ASSISTANCE

- GSA Federal Schedule (FS)
  - http://www.fss.gsa.gov
- Buying from GSA
  - http://www.gsaadvantage.gov
- Check FS Contract Number(Schedule E-Library)
  - http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp

DUNS ASSISTANCE

- **REQUIRED CCR Validation**
  - **http://www.ccr.gov**

- **Logon to the SAALT-PA Computer**
  - **TELNET Access**
    - **TELNET prmis.saalt.army.mil**
    - **type HELLO xxxx,LOOKUP.CODES**
      (xxxx=Office code) **OR**
  - **WEB Access**
    - **http://prmis.saalt.army.mil**

- **Logon to DoD WWW Page**
  - **http://web1.whs.osd.mil/peidhome/guide/procoper.htm**
  - **Userid is dunsfile; Password is myprop**

FIPS ASSISTANCE

- **FIPS Codes by Number**
  - **http://www.itl.nist.gov/fipspubs/**
- **City and State Codes**
  - **http://geonames.usgs.gov/fips55.html**
  - **Class Codes with X or Z are not valid on DD350**
- **Country Codes**
  - **http://164.214.2.59/gns/html/fips/fip10-4.html**
  - **Only Places not listed in FIPS 55-DC3 use FIPS 10-3**
  - **ONLY the two letter codes are valid on DD350**

NAICS, FSC, SYSTEM Codes

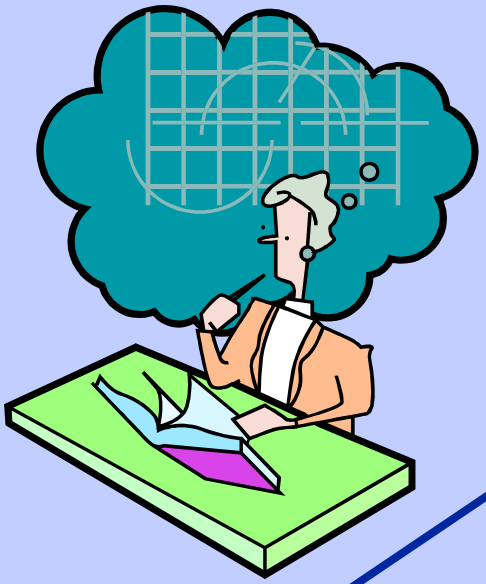
- **NAICS Search Capability**
  - **http://www.naics.com**

- **FSC & SYSTEM Codes**
  - **http://prmis.saalt.army.mil**

FIELD INTERRELATIONSHIP

Engineering Services

Is B12A a SERVICE?



FSC R425

NAICS 541330

B12D's code MUST BE a SER

Old SIC was 8711 - no easy co

FIELD

Radio and Television Broadcasting and Communications

INTERRELATIONSHIPS

s B12A's code a Product?

FS
C5
895

NAICS
334290

B12D's code MUST BE A Pro
SIC was 3669 - no easy conv

FIELD INTERELATIONSHIPS

- **DD350 Fields without Accuracy Edits:**
  - **Bundled Contract & the Bundled Contract Exception**
  - **Performance Based Service Contract**
  - **Place of Performance (City & State Codes)**
  - **Foreign Military Sale**
  - **Multiyear Contract (NOT annual options to exercise)**
  - **FSC, NAICS, Weapon System Code**
  - **Contain EPA Designated Products**
  - **Include Recovered Material Clauses**

FIELD INTERELATIONSHIPS

- **DD350 Fields without Accuracy Edits:**
  - Multiple Award Fair Opportunity
  - IDC Use & Closing Date
  - Commercial Item
  - IT Product/Service
  - Clinger-Cohen Act Compliance
  - Size of Business
  - Set-Asides
  - Women-Owned

TIMELY REPORTING

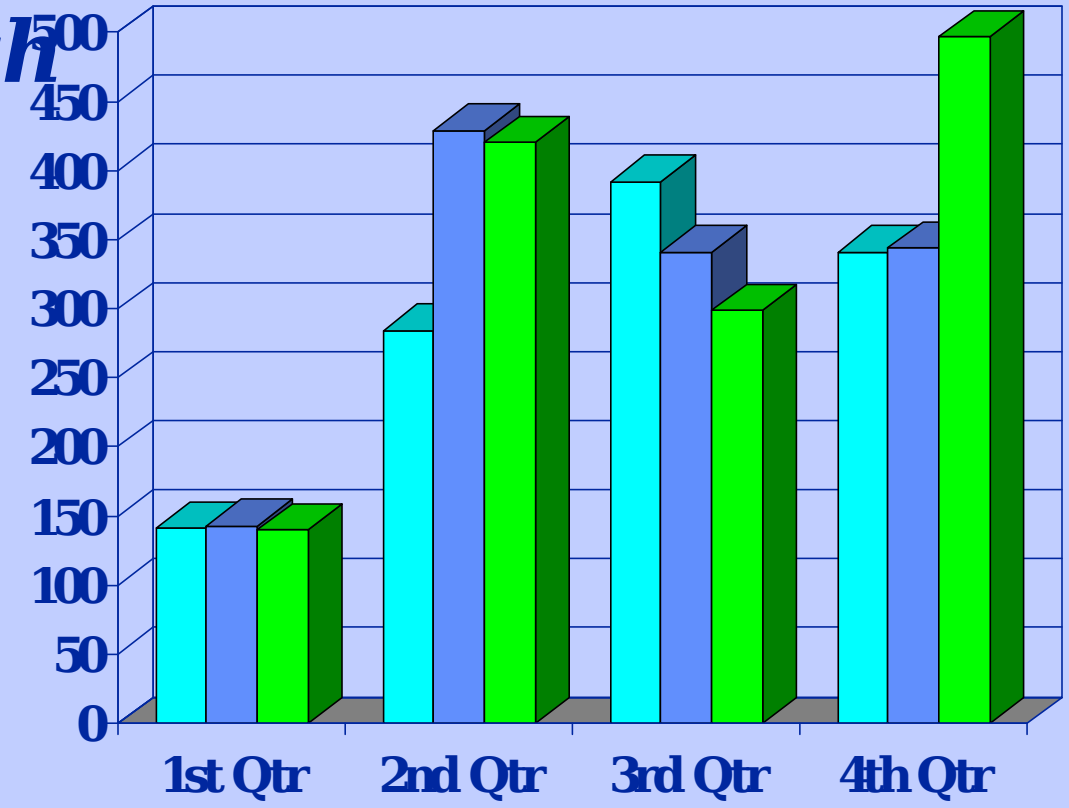
- ***KO Obligates Money from 1st thru Month End***
- ***Reports are Recorded in Computer System Within 1 Day of Award***
- ***Reports are Complete and Accurate***
  - ***Information Reflects Procurement Process***
  - ***Information IS NOT "Adjusted" to Fit the Edits***
- ***All Reports Created for the Month arrive at SAAL-PA by COB 1st Day of the Next Month***
  - ***Send DD350 Data weekly, biweekly or daily***
  - ***Send DD1057 by the 1st***

TIMELY REPORTING

- **Send Data and Check Web Page after 48 hours**
  - **http://prmis.saalt.army.mil/**
  - **Underlined Numbers are Links to More Detailed Info**
- **Army DD350/DD1057 Status**
  - **Don't Assume the Data Sent Was Accepted When There Are No Edit Errors - Transmission Can Fail**
  - **Check GOOD 350/1057 Webpage for Acceptance**
  - **Check Failing 350/1057 Webpage for Error Messages**
  - **Check for 350s not Received at HQDA**
    - **350 not on the GOOD 350 and the Failing Edits Webpage**
  - **Error Messages Are Shown for DD1057 and DD350s**

TIMELY REPORTING PROBLEM - EXAMPLE

- *FY 1999 - 300 Army DD1057s each month*



SUMMARY

- *Accuracy Starts with YOU!*
- *Fields without relationship edits ARE CRITICAL*
  - *Certified Cost Data; Multiyear; Perf-Based Serv Cont.*
- *Use the Resources Available*
  - *CCR, WebPages Provided by OSD, ARMY, NIST(FIPS), GSA FSS E-Library*
- *Don't Change DD350 Just to Pass the Edits*
- *Recognize the Interrelationship Between Fields*
- *Analysis of the Data Does Occur*
- *Analysis Can't be Good without Accurate Data*

SUMMARY (continued)

- **Conduct DD350 Training Classes ANNUALLY**
  - **Familiarize People with New Requirements**
  - **DFARS is Published Prior to October 1.**
  - **SAAL-PA Can Assist with Training Classes**
- **Timely Reporting is Close Second Issue**
  - **MONTHLY Reconcile Local Numbers to HQDA stats**
    - **Send data to HQDA (350s weekly; 1057 by the 1st)**
    - **After 48 hours Check sent-data Status on HQDA Webpage**
    - **Local Stats MUST = HQDA Accept + Failed Edits Reports**
    - **Correct Failed Edits ASAP**
- **DD350/1057 Are Used Monthly by DoD & ARMY**

MONITORING & ANALYSIS

- **DD350s**
- **AMSEL-AC 5455s (Feeder Addendum)**
- **CONGRESSIONAL NOTIFICATIONS**
- **AWARD SYNOPSES**
- **REQUIRING ACTIVITY LIST**

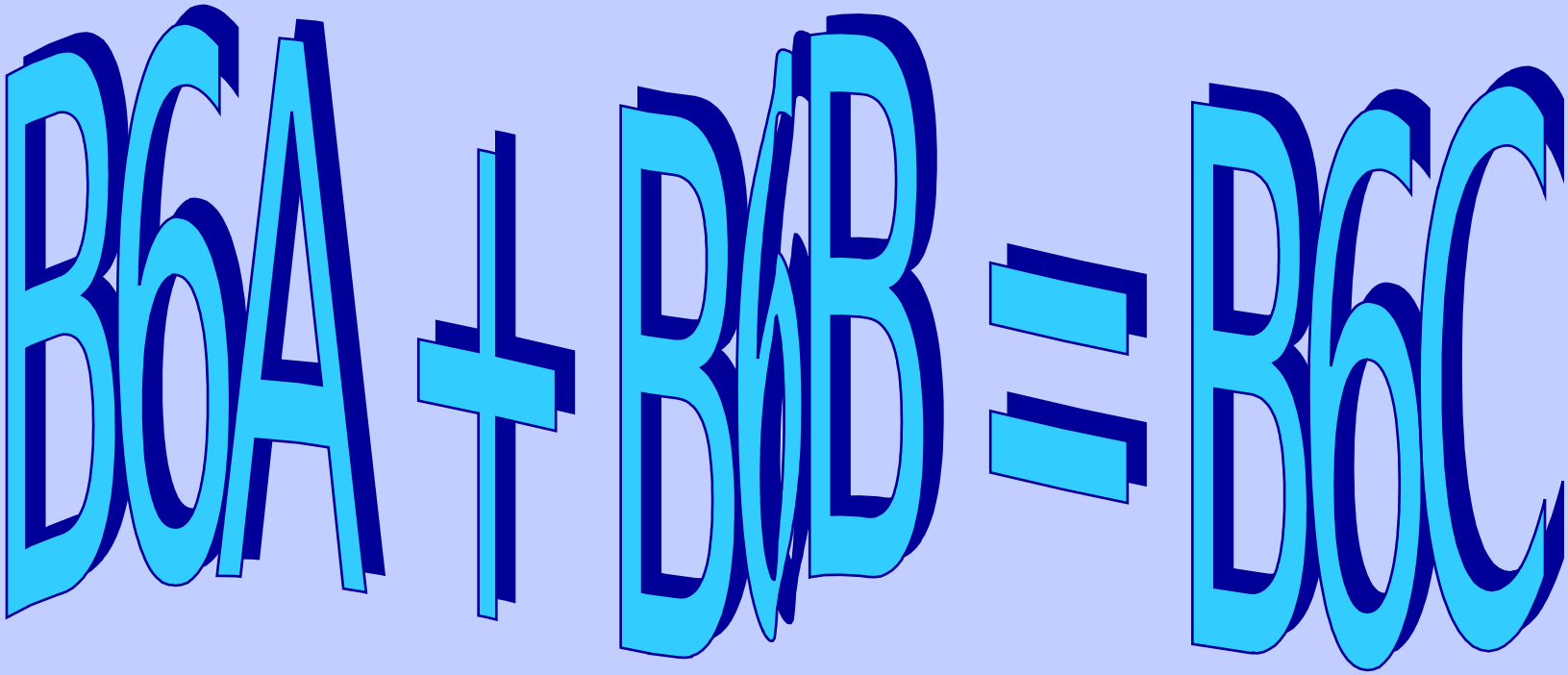
MONITORING & ANALYSIS

JOAN PESANELLO	X71329
BETSY FEE	X71694
SANDY KING	X24754
DEBBIE LUONGO	X21445
LYNN SCHINDEL	X25949
ANNE WEAVER	X71717

CECOM WORLDWIDE

AB07	**FORT MONMOUTH MISSION**
AB08	**FORT MONMOUTH BASE OPERATION**
AB15	**CACW, WASHINGTON, D.C., AREA**
AB17	**TOBYHANNA ARMY DEPOT, PENNSY**
AB18	**TAO, FORT DETRICK, MARYLAND**
AB22	**5th SIGNAL COMMAND and DCASS, C**
AB32	**FORT HUACHUCA, ARIZONA**

PLACE OF PERFORMAN



B12C -- PROGRAM, SYSTEM OR EQUIPMENT CODE

AN/TPX-46 = GNG

SINCGARS = GRU

AN/APR-39 = GNB

SMART-T = GFG

JTIDS = GFN

B12E NAME / DESCRIPTION

DETAILED ITEM NAME or SERVICE DESCRIPTION

USE A SYSTEM NAME OR AN IDENTIFYING PROGRAM NUMBER (e.g., SINCGARS or AN/ALQ-133)

LOCK C9 -- AUTHORITY FOR OTHE
HAN FULL AND OPEN COMPETITIO

THE DREADED

"1G"

BLOCK C9 -- AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION

(1) CODE 1A – UNIQUE SOURCE

ENTER CODE 1A IF THE ACTION WAS JUSTIFIED PURSUANT TO FAR 6.302-1(b)(1)

DFARS 253.204-21(c)(ix)(

LOCK C9 -- AUTHORITY FOR OTH
HAN FULL AND OPEN COMPETITIO

1A UNIQUE SOURCE

...THE AGENCY'S MINIMUM NEEDS CAN ONLY BE SAT
BY--...FOR DOD, NASA, AND THE COAST GUARD, UNIQ
SUPPLIES OR SERVICES AVAILABLE FROM ONLY ONE
LIMITED NUMBER OF SOURCES OR FROM ONLY ONE
LIMITED NUMBER OF SUPPLIERS WITH UNIQUE CAPA

FAR 6.302-1(b)(1)

1G ONLY ONE SOURCE -- OTHER

ENTER CODE 1G IF THE ACTION WAS JUSTIFIED PURSUANT
TO FAR 6.302-1 IN A SITUATION OTHER THAN THE EXAMPLES
CITED IN CODES 1A THROUGH 1F

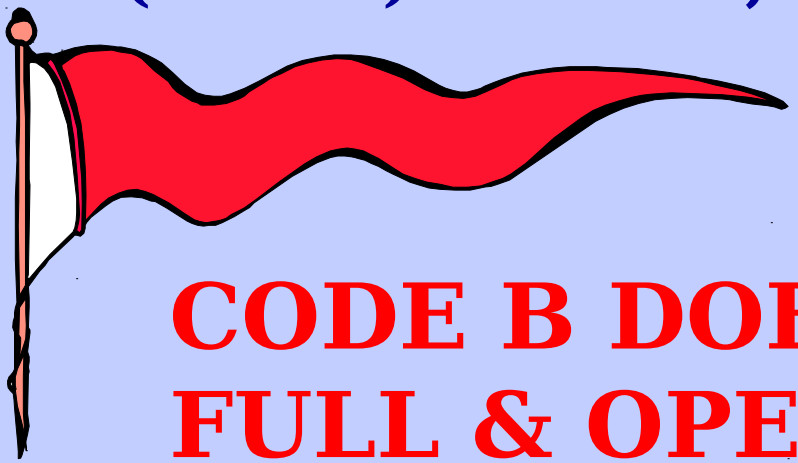
DFARS 253.204-70(c)(4)(ix)(B)

D2 D3 REASON NOT AWARDED TO...

CODE B SDB (OR SB) NOT SOLI

**ENTER CODE B WHEN THERE WAS A KNOWN S
(OR SB) SOURCE, BUT IT WAS NOT SOLICITED**

DFARS 253.204-70(d)(5)(ii)(B) and (iii)



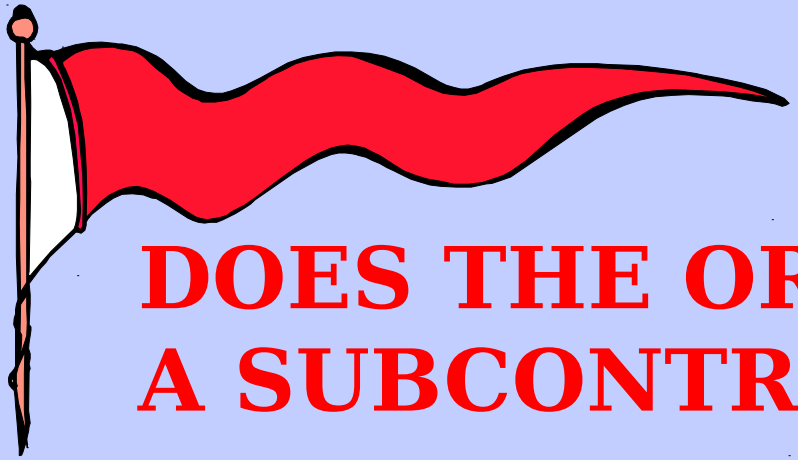
**CODE B DOES NOT APPLY WHEN
FULL & OPEN COMPETITION OR
A SMALL BUSINESS SET-ASIDE**

D8 SUBCONTRACTING PLAN

WHEN AWARDING:

A WITHIN-SCOPE MOD or

A DELIVERY ORDER



DOES THE ORIGINAL CONTRACT H
A SUBCONTRACTING PLAN?

MOD/D.O. DOES NOT REQUIRE THE
$500,000 THRESHOLD

D9 SMALL BUSINESS COMPETITIVENESS PROGRAMS

4 DESIGNATED INDUSTRY GROUP
10 TARGETED INDUSTRY CATEGOR

PRIMARY TICs APPLICABLE AT FT. MONMOUT

SEARCH & NAVIGATION EQUIPMENT	33
CELLULAR/OTHER WIRELESS TELECOMMUNICATIONS	51
SATELLITE TELECOMMUNICATIONS	513
OTHER TELECOMMUNICATIONS	51

ENTER CODE Y IF THIS IS AN ACTION WITH A U.S BUSINESS CONCERN IN EITHER OF THE 4 DIGs O WHERE THE PRINCIPAL PLACE OF PERFORMANC IN THE UNITED STATES OR OUTLYING AREAS.

AMSEL-AC FORM 5455 FEEDER ADDENDUM

-- FOR AWARD SYNOPSIS --

BLOCK 3.A.

ARE THERE SUBCONTRACTING POSSIBILITIES?

DISREGARD BUSINESS SIZE
DISREGARD SUBCONTRACTING PLAN

AMSEL-AC 5455

-- FOR AWARD SYNOPSIS --

Complete BLOCKS 3 AND 4 for:

1) Letter Contracts (B13A=1)
2) Definitive Contracts (B13A=3)
3) Orders Under Agreements (B13A=4
4) New Work Mods, Additional Work w
   Scope Mods and Options Mods to 1
5) Initial Award of IDCs (Zero Dollar)

OTHERWISE, LEAVE BLANK

QUESTIONS?

FEEL FREE TO CALL OR VISI

BETSY FEE
x71694

DSN
987-1694

BLDG 1208W
SECOND FLOOR, POLE 11

APPENDIX - Prior Year's DD350 Changes

FY 2001 Changes / NEW Fields in DD350 Reporting

- A3A FIPS 95 code
  - (2100 - Army, 96CE - USACE, 9700 Defense Agency)
- A3B is Office Code (formerly A3, still 4 positions)
- B1C - Bundled Contract
  - FAR 2.101 and the contract value exceeds $5,000,000
- B1D - Performance Based (PB) Service Contract
  - Contract value exceeds $100,000 and at least 80% of the contract value is for PB work (FAR 37.6)

FY 2001 Changes / NEW Fields in DD350 Reporting

- B12D NAICS code
  - http://www.census.gov/epcd/www/naicstab.htm
  - http://www.sba.gov/size/NAICS-cover-page.htm
  - www.naics.com - commercial website
- D1B - Women Owned Business (formerly D6)
- D1C - HUBZone Representation (formerly D1B)
- D1D - Ethnic Group (formerly D5)
- D1E - Veteran-Owned Small Business

FY 2001 Changes / NEW Fields in DD350 Reporting

- D4A - Type of Setaside (formerly D4A- D4D)
- D4B - Type of Preference (formerly (D4B, D4D)
- D4C - Premium Percent (formerly D4E)
- E3 Non-DOD Agency
  - a purchase on behalf of a non-DOD agency
  - separate DD350 for DOD and non-DOD parts of buy
- E4 Non-DOD Office Code
- E8 Number of Actions

FY 2000 Changes / NEW Fields in DD350 Reporting

- ALL Very Small Business Pilot Program Actions
  - Regardless of Dollar Value Are Reported on DD350
- ALL SB Competitiveness Program Actions(DIGS)
  - Regardless of Dollar Value Are Reported on DD350
- Report Number (A2) is six digits (000001)
  - 7000-7999 Numbers for Under $25k DD350 are Gone
- GSA Schedules (B1A) are Included in SB Goals
  - Contract Number Accuracy is Paramount
  - HQDA Matches to GSA Schedule File

FY 2000 Changes / NEW Fields in DD350 Reporting

- B5F TIN is Required until CCR Link is Improved
- Contract Type - M=Fixed Price Award Fee
- Hubzone Representation (D1B)
- Type SB Setaside(D4A) - F=Very SB Setaside
- Hubzone Preference (D4D)
- E1 Contingency Action used to be E4.
- E2 Cost Accounting Standards Clause (FAR 30)